

## JOURNAL DOS AND DO NOTS

**DO NOT** include in-text variables in a format other than plain text unless absolutely necessary (such as a variable within a radical/square root, or those having subscripts of subscripts).

**DO** type out such variables using native characters and formatting to the Word environment; Greek and other accented or math characters can be rendered with the Symbol font or going to Insert > Symbol to include in Times New Roman.

Note: Excessive overuse of in-text variables (30 or more) in equation/image formatting (such as MS Word's built-in equation building or MathType) will result in the paper being sent back to the author to correct before it can move forward in the production process.

**DO NOT** submit incomplete references, or those formatted in a style dramatically different than the ones ACI uses. (For examples, please consult the [Sample Manuscript](#) or any previously published ACI journal papers.)

**DO NOT** use uncommon acronyms or abbreviations in references, particularly in regard to journal titles or conference proceedings.

**DO** include as much information as possible in all references (**all** authors; full titles of books, articles, journals, conference proceedings, and so on; journal volume and issue numbers; complete date information; for books, publishing company and location; for academic writings, what kind it is [for example, master's thesis, PhD dissertation, and so on], and name and location of institution; and page range or count).

**DO** refer to examples of ACI reference formatting for documents/standards produced by ACI and other standards-writing organizations (including ASTM International, CEN, CSA Group, and so on).

Note that a majority number of incomplete references will cause the paper to be sent back to the author to complete.

**DO NOT** submit papers with numbered references that are out of order based on chronological appearance in the text (particularly with regard to appearance in tables and figures).

**DO** make sure numbered references are listed correctly, with any references that make their first appearance in a table or figure being numbered in the order that the object callout appears in the text.

**DO NOT** include any numbered references in the synopsis of the paper. (Note: References can be mentioned, but numbering cannot start until the body of the paper.)

**DO NOT** format a name-date/alphabetical reference section as a numbered list.

**DO** make sure that name-date/alphabetical reference sections are indeed listed alphabetically.

**DO NOT** submit equations or tables in an uneditable format (particularly as flattened images/pictures).

**DO** use the built-in table formatting in Word to build tables, and equation-building software (MS Word's built-in equation building or MathType) to create equations.

Note: Tables and large equations that are submitted as flattened images/pictures will cause the paper to be returned to the author to be redone in an editable format.

**DO NOT** submit incomplete author biographies; but also, do not submit excessive information.

**DO** include current positions, education background (including locations of attended institutions), any ACI involvement (please note we can only include ACI activities due to space constraints—non-ACI affiliations will be removed), and research interests.

Note: Requesting further information from the author will delay publication.

**DO NOT** set up any notation lists in chronological order, and do not include variables in equation text boxes or acronyms.

**DO** set up notation lists in alphabetical order (A to Z, with upper-case letters coming before lower-case [for example: A, a, b, C, c, ...], followed by Greek letters).

Note: Notation lists are subject to the same rules regarding in-text variables being expressed as text as much as possible.